

# Meeting Minutes

Date: December 6, 2017

Time: 6pm

Location: EP

In Attendance: Jake Hall, Adam O'Keefe, Joe Stanley, Rachel Rosasco

## Discussed Items:

1. Wikipage –
  - Problems editing the wikipage, all members unable to edit
  - Spam problems reported, continuously getting error messages
  - Adding information on the shared drive
2. Portfolio –
  - Bring papers wanted in the portfolio to the next meeting

## Action Items:

*Items to be worked on before next meeting, includes continuation of previous action items not completed*

Team Member	Action Description
Jake	Parts from rendering
Joe	Portfolio Work
Adam	Schedule, diagram
Rachel	Wikipage, portfolio work